

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, April 7, 2011 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Director
 - A. Monthly Financial Report
 - B. Recommendation to Increase Stop Loss Level on Medical Plan
5. General Fund Budget Amendments
 - A. Insurance Department
 - B. Election Commission
 - C. Archives
 - D. General Sessions Court (2)
 - E. Fire & Rescue
 - F. Juvenile Detention (2)
 - G. Other Public Health & Welfare
 - H. Unemployment Compensation
 - I. Officials' Salary Adjustments
 - J. Sheriff's Department
 - a. Budget Amendment
 - b. Recommendation for Funding for the Design of Jail Expansion/Renovation
6. Solid Waste/Sanitation Fund Budget Amendment
7. Ambulance Service Fund Budget Amendments (4)
8. Highway Fund Budget Amendment
9. Approve Agreement with Tennessee Department of Health
10. General Purpose School Fund Budget Amendments
11. Resolution to Request Unclaimed Balance of Accounts Remitted to State Treasurer Under Unclaimed Property Act
12. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the March 10, 2011 Budget Committee Meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will be presenting the Fund Condition Report for the month ending March 31, 2011.
4. Insurance Director
 - A. The Insurance Director will be presenting the monthly insurance financial reports.
 - B. The Insurance Director will be presenting a recommendation from the Insurance Committee to increase the Stop Loss level on the medical plan from \$380,000 to \$750,000.
5. General Fund Budget Amendments:

- A. The Insurance Director will be requesting approval of the following budget amendment to provide additional funding for Postal Charges to complete the Fiscal Year:

From:	101-51920-435 – Office Supplies –	\$ 1,500
To:	101-51920-348 – Postal Charges -	\$ 1,500

- B. The Election Commission will be requesting approval of the following budget transfer to provide adequate funding to pay the maintenance agreement on the copy machine to complete the year:

From:	101-51500-338 – Maintenance & Repair Vehicles -	\$ 112
To:	101-51500-334 – Maintenance Agreements -	\$ 112

- C. The Archives Director will be requesting approval of the following budget transfers to provide additional funding to pay the summer intern. One of the MTSU graduate students was offered a career job and is leaving mid-semester. This position was funded from a grant from MTSU. The MTSU grad students are not under restricted contract from MTSU. In other words, they can leave their assistantships at anytime. Because this will cause the Archives Department to be short staffed, this request is needed to move funds to hire a part-time person for about ten weeks (mid March thru mid May):

From:	101-51910-599 – Other Charges -	\$ 5,385
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To:	101-51910-189 – Other Salaries/Wages -	\$ 5,000
	101-51910-201 – Social Security -	310
	101-51910-212 – Employer Medicare -	75

- D. The Finance Director will be requesting approval of the following budget amendment for General Sessions Court to provide funding for mental evaluations of misdemeanants. The county has been presented with additional bills for charges that relate to the prior fiscal year totaling \$106,650. One bill is unusual in that the person was committed for 261 days at a discounted rate of \$450 per day. If the county had not entered into a contract with the State for the discount rate, the charge would have been \$990 per day. This amendment provides funding to pay these bills with \$10,000 available for future charges:

From:	101-39000 – Unassigned Fund Balance -	\$64,500
To:	101-53300-322 – Evaluation & Testing -	\$64,500

The General Sessions Court will be requesting approval of the following budget amendment to provide adequate funding for mileage, per diem, hotel accommodations for Judicial Commissioners and Judges to attend required training:

Explanation of Agenda Items (cont')

From: 101-53300-432 – Library Books -	\$ 1,000
101-53300-337 – Maint./Repair Equipment -	200
101-53300-307 – Communications -	1,000
101-39000 – Unassigned Fund Balance -	850
To: 101-53300-355 – Travel -	\$ 3,050

- E. The Fire Chief will be requesting approval of the following budget transfer to provide funding for Maintenance & Repair of Vehicles:

From: 101-54320-411 – Data Processing Supplies -	\$ 7,500
To: 101-54320-338 – Maint./Repair Vehicles -	\$ 7,500

- F. The Juvenile Detention Center Director will be requesting approval of the following budget transfer to provide sufficient funding for Other Supplies & Materials to complete the Fiscal Year:

From: 101-54240-349 – Printing, Stationary & Forms -	\$ 850
101-54240-196 – In-Service Training -	2,875
To: 101-54240-499 – Other Supplies/Materials -	\$ 3,725

The Juvenile Detention Center Director will also be requesting approval of the following budget amendment to provide sufficient funding for gasoline to complete the Fiscal Year. The gasoline pool in the Miscellaneous Category will provide funding for the amendment:

From: 101-58900-425 – Miscellaneous/Gasoline -	\$ 300
To: 101-54240-425 – Juvenile Det./Gasoline -	\$ 300

- G. The County Mayor will be requesting approval of the following budget amendment to provide adequate funding to pay Forensic Medical for autopsy services:

From: 101-39000 – Unassigned Fund Balance -	\$75,000
To: 101-55900-399 – Other Contracted Services -	\$75,000

- H. The Finance Director will be requesting approval of the following budget amendment to provide funding for Unemployment Compensation. Previously, expenditures for Unemployment Compensation have been paid from one account in the Employee Benefits category. This amendment distributes the expenses to date by department and provides funding to pay the expenses by department through the end of the year. This amendment is an estimate only. It might be necessary to revisit these accounts again before the end of the Fiscal Year:

From: 101-58600-210 – Employee Benefits/Unemployment Compensation -	\$ 46,998
101-39000 – Unassigned Fund Balance -	65,573
To: 101-51720-210 – Planning/Unemployment Comp. -	\$ 6,050
101-52600-210 – OIT/Unemployment Comp. -	100
101-54110-210 – Sheriff's Dept/Unemployment -	62,000
101-54210-210 – Jail/Unemployment Comp. -	30,000
101-54220-210 – Correctional Work Ctr. Unemp. -	3,000
101-54240-210 – Juvenile Detention Unemployment -	4,300
101-55120-210 – PAWS/Unemployment Comp. -	7,000
101-56700-210 – Recreation/Unemployment Comp. -	121

Explanation of Agenda Items (cont'd)

I. The Finance Director will be requesting approval of budget amendments to provide funding to pay for adjustments to the elected Officials' Salaries according to the new census figures. According to the 2010 census, Rutherford County's population is 262,604, which puts Rutherford County in the population class of 250,000 to 274,000. Compensation for most county officials is governed by T.C.A. 8-24-102, which establishes the minimum compensation for assessors of property, county clerks, clerks of court, trustees, registers of deeds, county mayor, sheriffs, and highway officials. This law provides for an automatic increase in the minimum salary each year based on the percentage increase given to state employees for the previous fiscal year. Separate legislation (T.C.A. 2-12-208) provides for minimum salaries for administrators of elections. These salaries are based upon percentages of the assessor's compensation.

J. **Sheriff's Department:**

A. The Sheriff's Department will be requesting approval of the following budget amendments and transfers to provide additional funding for the Communications Account utilizing available funds in Data Processing Services and Gasoline; to recognize revenue from Clark Iron for recycled materials and appropriate this revenue for Maintenance & Repairs to the Building; to recognize revenue from the City of La Vergne for Swat School Registration to be appropriated to In-Service Training; and to recognize revenue from the Murfreesboro Housing Authority per the Community Anti-Drug Coalition of Rutherford County to be used for Overtime Pay and the related benefits:

From:	101-54110-317 – Data Processing Services -	\$21,000
	101-54110-425 – Gasoline -	24,000
To:	101-54110-307 – Communications -	\$45,000
Increase Revenue:	101-44145 – Sale Recycled Mat. -	\$ 150
Increase Expend.:	101-54210-335 – Maint./Repair Bldg. -	150
Increase Revenue:	101-48140 – Contracted Services -	\$ 500
Increase Expend.:	101-54110-196 – In-Service Training -	500
Increase Revenue:	101-48130 – Contributions -	\$1,297
Increase Expend.:	101-54110-187 – Overtime Pay -	\$1,080
	101-54110-201 – Social Security -	66
	101-54110-204 – State Retirement -	136
	101-54110-212 – Employer Medicare -	15

The Sheriff's Department will also be requesting approval of the following budget amendment to request to use Unassigned Fund Balance to provide funding for the Maintenance & Repair of Equipment to make repairs to the radio tower damaged from a storm. They will also be requesting to transfer \$15,000 from the Gasoline Account to provide additional funding for prisoner transport:

From:	101-39000 – Unassigned Fund Balance -	\$13,000
To:	101-54110-336 – Maint./Repair Equipment -	\$13,000
From:	101-54110-425 – Gasoline -	\$15,000
To:	101-54210-354 – Jail/Transportation Other Than Students -	\$15,000

Explanation of Agenda Items (cont'd)

- B. The Public Safety Committee has forwarded a recommendation to the Budget Committee recommending funding for the Jail expansion and renovations.

6. Solid Waste/Sanitation Fund Budget Amendments:

The Solid Waste Director will be requesting approval of budget amendments to provide funding to replace a truck that was totaled.

7. Ambulance Service Fund Budget Amendments:

The Ambulance Service Director will be requesting approval of the following budget amendments to recognize additional revenue from patient charges to be appropriated for refunds to cover overpayments from insurance companies and patients. He will also be requesting to transfer funds from communications to Postal Charges to cover the remainder of the Fiscal Year. He will also be requesting to transfer \$60,000 from the Paraprofessionals' Account to Part Time Personnel:

Increase Revenue:	118-43120 – Patient Charges -	\$7,000
Increase Expend.:	118-55130-509 – Refunds -	\$7,000

From:	118-55130-307 – Communications -	\$5,000
To:	118-55130-348 – Postal Charges -	\$5,000

From:	118-55130-133 – Paraprofessionals -	\$60,000
To:	118-55130-169 – Part Time Personnel -	\$60,000

The Ambulance Service Director will be requesting approval of the following budget amendment requesting to use reserve funds to provide additional funding for gasoline and utilities:

From:	118-34730 – Assigned for Public Health & Welfare -	\$95,000
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To:	118-55130-425 – Gasoline -	\$80,000
	118-55130-452 – Utilities -	\$80,000

8. Approval will be requested for the following budget amendment, subject to Road Board approval, to adjust the salary of the Highway superintendent based upon the new census figures:

From:	131-68000-714 – Highway Equipment -	\$12,284
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To:	131-61000-101 – County Official/Administrative -	\$ 9,994
	131-61000-201 – Social Security -	686
	131-61000-204 – State Retirement -	1,386
	131-61000-212 – Employer Medicare -	218

9. The Health Department Director will be requesting approval of the annual Agreement with the Tennessee Department of Health to appropriate a total of \$645,643 with \$517,268 being direct local funds for which Rutherford County shall not be billed; and \$128,375 being appropriations for which Rutherford County shall be billed. This Agreement is for the period July 1, 2010 through June 30, 2011.

10. The Director of Schools will be requesting approval of General Purpose School Fund budget amendments to amend an additional \$11,551 in State Early Childhood Education Grant revenues, Account 46515, to increase related medical insurance budget, Account 73400-207; and to amend the Capital Outlay function to transfer \$61,160 to the Building Program Fund for funding the \$75,600 Excel Energy change order that was approved at the February 16 Board meeting.

Explanation of Agenda Items (cont'd)

11. Approval of a Resolution to request unclaimed balance of accounts remitted to the State Treasurer under the Unclaimed Property Act will be requested. Funds remitted in 2009 and not claimed will be eligible for refund as of June 30, 2011. A new Resolution must be enacted each year in order for funds to be returned each year. The signed certified Resolution must be in the hands of the State prior to June 1.
12. Other Business